

1. Applicability -- Individual submissions are required from each Department, (Agency or other organizational unit) shown in Section 2(A) and (B) of Executive Order 11652. This requirement also applies to any Federal Agency which receives a request for mandatory declassification review of a document classified under old Executive Order 10501 as amended. Instructions contained in paragraph 8 require that an agency receiving a misdirected inquiry take steps to determine to which organization the request should be referred. The requester shall be notified of the action taken.
2. Form or Format -- Submit the report on form ICRC #1. (See attached sample.)
3. Report Basis and Scope -- Departments will include all requests for declassification review of classified documents over ten years old received during the report period, plus those that are carried over from the previous quarters as shown in the procedural instructions to follow.
4. Frequency and Due Date -- Report will be forwarded to ICRC no later than fifteen calendar days after the end of each quarter. Negative reports are not required.
5. Report Medium -- Submit typewritten report or computer printout closely approximating the prescribed format.
6. Copies and Distribution -- Forward one copy of the report to ICRC, and one copy to the Archivist of the United States. Retain copies required for Departmental use.

7. Classification -- Unclassified, with rare exceptions.

8. Procedural Instructions for Completing and Using the Form --

A. General

Form ICRC #1 is designed as a log/report to aid Departments in fulfilling their recordkeeping and reporting functions. The layout of the form permits manual or typewritten entries. When used as a log, provisions can be made for marginal punching along the left margin. The form may be folded in half at the center for filing as a finished report. The appearance of one or more checks, names or dates in the columns to the right of the request entries shows the disposition of a request at any given time. The number of checks, names or dates in a vertical column indicates the total number of requests and their disposition at the end of the quarter.

B. Requests

Upon receipt, each request for a distinct subject matter of classified material shall be immediately entered on form ICRC #1 and given a consecutive number for the quarter. The name of an individual (or organization) making the request, the date of receipt, and the subject matter shall be recorded in the appropriate columns. If known, the highest classification category of the material requested shall be indicated by placing a "T," "S," or "C" (Top Secret, Secret or Confidential) in the small box provided in the upper right corner. If the classification is not known at the time the request is received, it can be entered later.

C. Review Coordination and Referral

Forward the request without delay to the appropriate office for review and coordination. The receiving office or the action office must immediately

acknowledge receipt of the request in writing and must simultaneously advise the requester that if at the end of sixty days from receipt of the request no determination has been made, he may apply to the Departmental Committee for a determination. If it is obvious that unilateral action cannot be taken, route action copies as necessary within the Department or Agency and externally (including foreign governments). This will expedite handling of the request within the deadlines stated in the cited NSC directive. Occasionally a request will be misdirected. Departments and Agencies are expected to take responsive action in these cases by either returning the request with a suggestion of where it should be sent, or by forwarding the request to the appropriate agency and so advising the requester. Show the status of the review, coordination or referral by placing checkmarks or abbreviations on the form as appropriate.

D. Procedural Denial

As part of the preliminary review it may be determined that the request shall be denied for one or more procedural reasons. Checkmarks should be used in the appropriate boxes to reflect this disposition. The requester may be advised that denial has been made on the grounds that the classified document or material is not over ten years old. Before a request is denied because of "insufficient particularity" or that it is "unduly burdensome," the requester should be asked to: (1) provide more exact description of the documents, or (2) narrow the scope of the request. In some cases the requester may be provided with estimates of search and reproduction costs in advance. When this is done, a preliminary entry should be made in the "Fees Charged" box on the form, then adjusted as necessary depending upon final disposition of the request.

E. Departmental Action Approved For Release 2002/05/10 : CIA-RDP77-00389R000100060018-1

(1) Once the action office renders a decision concerning the request, the requester shall be notified, and the date of notification shall be placed under the appropriate column heading ("Granted in Full," "Denied in Part," "Denied in Full").

(2) Enter the date on which a request is granted in full. Include any requests for material inadvertently entered on the report that may have already been declassified prior to receipt of the request.

(3) If the appeal is denied in part or in full, enter the appropriate date. Also enter the exemption category or categories (1, 2, 3, 4) in the column headed "Remains Exempt" to indicate the grounds on which the material has been determined to require continued classification. If the material is, or can be declassified, but disclosure is withheld under another of the exemptions in the Freedom of Information Act, the column titled "Withholding Authorized by Freedom of Info. Act" should be checked. In all cases of partial or full denial a written notification of Departmental decisions will be forwarded promptly to the requester.

F. Appeal to Departmental Committee

(1) If the Requester appeals a denial to the Departmental Classification Review Committee, record the date of the request for further review by the Committee.

(2) Once the Departmental Committee renders a decision, the requester shall be notified in writing and the date of notification shall be placed under the appropriate column ("Granted in Full," "Denied in Part," or "Denied in Full").

G. Fees Charged

If the request requires providing services for which fair and equitable fees should be charged, the requester should be notified in advance. Approved For Release 2002/05/10 : CIA-RDP77-00389R000100060018-1 Under the

5

column heading "Fees Charged" indicate any search and reproduction costs charged for the request. Fees chargeable should be indicated whether or not the requested materials are obtained by the requester.

H. Carryover to Next Quarter

A. At the end of each quarter, the report shall be closed out by taking the following steps:

Step 1: All requests with a check in the column marked "Pending Review within Department" or "Outside the Department" and with no further entry to the right of that column to indicate completion shall have an asterisk placed in the column titled "Carryover to Next Quarter." These items will be carried forward to succeeding quarterly reports.

All requests with an entry in the column "Denied in Full" or "Denied in Part" and no entry in the column to the right under "Appeal to Departmental Committee" shall have an asterisk placed in the last column and shall be carried over one quarter. Although denials represent a decision and could be interpreted as a close out action, two appeal levels are still provided and requesters may elect to take action that will continue the case into the succeeding quarter.

All requests with an entry in the column indicating "date received" by a Departmental Committee, and no entry to the right to indicate completion, will be carried forward to succeeding quarterly reports until action is taken by the Committee.

Step 2: Totals are required on all columns that have not been screened out.

If a departmental submission can be entered on a single page, only the grand

6

totals need be entered. For multiple page submission, combine the individual page totals and provide a grand total on the last page only.

Do not include carryover entries when reporting on the total number of new requests received during the quarter (Item Number column). Show the total number of carryover items only in the last column to the right.

Step 3: When a report form is started for the new quarter, enter all carryover items that are identified by an asterisk in the last column. Assign new item numbers for reference purposes. Place a temporary asterisk in the carryover column as a reminder that these are old items and not to be included when totaling new review requests received during the quarter. When the end-of-the-quarter review is made, it can be determined whether or not any of these items can be closed out.

Approved For Release 2002/05/10 : CIA-RDP77-00389R000100060018-1

[illegible]

Approved For Release 2002/05/10 : CIA-RDP77-00389R000100060018-1